

Preschool Parent / Student Handbook



“Those who hope in the LORD.....will soar on wings like eagles...” Isaiah 40:31

HOPE Christian Academy
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About HOPE Christian Academy Preschool

HOPE Preschool exists to equip the next generation to delight in God's glory and minister to children and their families. HOPE PreKindergarten will provide care, education and holistic development for each child's: spiritual, mental, physical, emotional, and social needs.

Mission Statement

It is our commitment to partner with families to equip their children – spiritually, academically, physically, and emotionally – so that they may impact their community and world for Christ.

Position on Critical Issues

HOPE PreKindergarten is a biblically-based school, holding to the biblical standards of morality. As such we will abide by those moral standards regardless of current social norms. We will continue to strive to communicate this to employees and families and will expect that both employees and families who are part of HCA will support the school and its teaching of these biblically based beliefs.

Statement of Faith

1. We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God.
2. We believe there is one God, eternally existent in three persons—Father, Son, & Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His Resurrection, His Ascension to the right hand of, and His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved.
5. We believe in the resurrection of both the saved and the lost; those who are saved receive

eternal life and those who are lost receive eternal condemnation.

6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
 7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
 8. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Detail in Appendix 2**)
- **Parents please use your discretion when reading Appendix 2 with your children.**

Philosophy of Education

The HOPE PreKindergarten foundational philosophy of education:

- Teach a biblical world-view (see Statement of Faith)
- Teach everything in light and through the filter of Scripture
- Uphold the behavioral and character standards of a godly home
- Respect the parents’ role as the God-ordained trainers of their children
- Provide godly role models whose lives are strong in character and personal discipline
- Instill a love of learning both spiritually and scholastically

Partnership With Parents

As your partner, we promise to....

Pray for you and your child regularly.

Add value to your parental leadership.

Recognize that we serve a common goal.

Teach to a high academic standard.

Never take for granted the trust you place in us.

Embody excellence in everything we do.

Respect and honor your child’s uniqueness.

HOPE Preschool agrees to:

- Welcome students from any race, color, sex, national or ethnic origin
- Hire qualified teachers who are committed to the Christian faith and the purposes of the school
- Select and provide curriculum necessary for the educational process
- Maintain a staff-to-children ratios 3-year-old children 1:13
- Maintain a staff-to-children ratios 4-year-old children 1:15
- Model and maintain high moral standards in our administration and classroom.

Procedures and Policies

Admissions Requirements

Admission to HOPE Christian Academy Preschool is by completion of a school tour, a personal interview with the administrator, and application. Registration is reviewed by an admissions committee and will be accepted upon the results of the interview and available academic data.

HOPE Christian Academy Preschool strives to serve as many families as we are able, but at times our resources limit our ability to serve the educational needs of some children. The purpose of the tour and interview is to allow both the administrator and the family to begin to determine the suitability of the school for each individual student.

The school is open to all children regardless of race, color, gender, or national or ethnic origin. Neither students nor parents are required to sign a Christian statement of faith. However, families must understand the purpose of the school (as defined in the Mission Statement) and the fact that the curriculum and programming of the school will be decidedly Christian in nature. It is our heartfelt desire that every student and family member associated with IICA come to know Jesus Christ as their Lord and Savior, grow deeper in their faith, and live a fulfilled life in the center of God's will.

Enrollment Process

- Initial Meeting/Tour
- Student Meeting (if student is not present during the tour)
- Admissions Packet Submitted
 - Application
 - Tuition Agreement
 - Personal References
 - Emergency, Information, and Immunization Records Form
 - Preschool Information and Parent Agreement read and signed
- Admissions Packet Review
- Enrollment decision notification within 2 weeks of application
- Enrollment fee due within 2 weeks of acceptance
- Birth Certificate
- Vaccinations Records
- Enrollment and payment of the \$300 registration fee.

As a private school, HCA reserves the right to refuse admittance for any reason deemed necessary by the admissions committee.

Enrollment in HCA is finalized when ALL of the above steps have been completed.

Age Requirements

- Students entering PreKindergarten must be 4 years old by September 1.
- Students entering Preschool must be 3 years old by September 1.

After Enrollment

- Parents must read and sign the HCA Family Agreement stating that they understand and support the purpose, educational philosophy and policies of HOPE Christian Academy as presented in the Handbook. This page is due the first week of school.

Financial Matters

Tuition

Tuition for the 2026-27 school year for preschool (3-4) is \$3000.00. Tuition for the 2026-27 school year for prekindergarten is \$3200.00. Families will be billed in 10 monthly installments of \$300.00 and/or \$320.00 in the months of August-May. Checks should be made payable to HOPE Christian Academy or HCA. The school is not able to accept credit or debit card payments.

Billing Procedures

Tuition statements will be prepared one week prior to the 1st of each month. Statements will be emailed. Payments will be due on or shortly after* the 5th day of the billed month. *If school is not in session on the 5th, payment must be made by 9:00 am on the next subsequent school day. Payments may either be made in person in the school office, mailed to the school (to be considered timely, mailed payments must be postmarked by the 5th), paid through online bill pay with your own banking institution, or paid through Zelle to hca@hope-eagles.com.

Delinquent Accounts

A \$50 late fee will be assessed on each family account if payment is not received by close of the school day on the 5th of the month. If school is not in session on the 5th, payment must be made by 9:00 am on the next subsequent school day. If extenuating circumstances make timely payment impossible in a particular month, please contact the office in advance. If an account becomes 15 days past due you will be contacted by the school office in an effort to make mutually satisfactory arrangements for payment. If financial arrangements are not made and met the student(s) may be dismissed from the school.

Returned Checks Policy

A \$35 fee will be assessed (with the subsequent statement) for a check returned for insufficient funds. Return check fees cannot be paid with scholarship funds.

Re-enrollment Policy:

The purpose of re-enrollment is to ensure our current families have the opportunity to reserve priority placement at HOPE before we begin enrolling new families. This not only gives you the chance to hold your spot in next year's class, but also helps us know how much availability we have as we receive new student applications. Similar to years' past, there will be a fee of \$300/new student (\$900/family maximum) and \$200 returning student (\$600/family maximum) associated with the re-enrollment process. This fee not only helps us create more structure and sustainability in our enrollment process moving forward, but also helps us make necessary curriculum and supply purchases for your child during the summer months when no tuition fees are due. Fee payment is required in order for your re-enrollment to be considered complete and can be paid via credit card or cash/check. The entire re-enrollment process can be completed via our SchoolSpeak education management software.

- **The re-enrollment form and fees for 2027-28 are due by Friday, January 15th.** If you have any questions or need assistance in the re-enrollment process, please feel free to contact our front office manager, Jasmine Ballway at hca@hope-eagles.com.

Withdrawal Procedures

If a family withdraws after enrollment, they will forfeit their New Family Registration fee of \$300.00 or \$200 returning fee.

If a student is withdrawn during the school year for any reason, a **two (2) weeks advance notice must be given to the school office in writing**. Tuition will be prorated to reflect the actual time in school when advance written notice is received. Otherwise, accounts will be charged for the full monthly billing period.

Refund Policy

No refund will be made in case of absence from school due to illness, extended vacation, or other reason. School expenses continue whether a student is present or absent.

Donations

All gifts to HCA are tax deductible. Any financial gifts to the school will be gratefully received and receipts will be given. All checks should be made payable to HOPE Christian Academy. Contact the school administration to make a donation of other assets (such as stocks).

Family Communication & Privacy

Communication from the School

The school's primary communication with parents will be through a "Newsflash" sent via SchoolSpeak and/or MailChimp at the end of each school week. They will also be posted on the internal SchoolSpeak Portal. Parents are encouraged to read Newsflashes in order to be informed of important information and events. Recipients of the Newsflash will be blind copied, however in the event of an error, email addresses obtained as a result of any correspondence

from the school cannot be used for solicitation, advertising, or additional forwarded communication without specific permission from the administrator.

In the event that the school needs to reach a parent during the school day, a phone call from the office will be made. Please place HOPE Christian Academy's phone lines in your contacts [(480) 722-1445 and (480)782-1419] so that you recognize the incoming call.

The school may also utilize texting parents (via GroupMe and/or the Remind app) as a method of communication in more urgent or short-notice situations.

Communication with Staff

HCA is blessed with a highly devoted staff whose desire is to serve the Lord and the members of the school. In order to respect their time and encourage the biblical concept of balance, we ask that families use staff members' work emails when communicating about school matters. Please do not use staff members' cell phone numbers or personal email addresses to communicate regarding school issues, including absences and Remote Learning Days. Staff members will return general emails within one business day and commit to check and respond to emails quickly.

Social Media and Photographs

Many classroom and school activities are photographed and/or video recorded by parents and yearbook photographers. Although the school is unable to prevent photographs and/or videos of students being published by parents on personal Facebook pages, Youtube channels, or other social media outlets, by enrolling your child(ren) at HCA you agree to exercise wisdom and care when posting photos of school events.

- By enrolling your child at HCA, you acknowledge that the school may use individual photos, group photos or video recordings of events for publicity, promotional and/or educational purposes (including but not limited to school publications, website or social media channels and print, electronic and broadcast media).
- Use of an individual student's photo labeled with their name, that will be used in print, on our website, or any social media requires your permission.
 - An example of the use of an individual photo including a name would be the announcement of a winner of an event or other accolade.

Video Camera

Cameras enable comprehensive monitoring of the school environment, offering peace of mind. The cameras present a live, real-time, closed-circuit feed of the classroom. The Director views this feature to monitor the classroom any time during the day for safety measures. Footage is not stored.

School Schedules

HCA Preschool Week

- Preschool Days are scheduled on Tuesday & Thursdays.

On Campus School Day

- School begins at **8:15am** and ends at **12:35pm**. Students are **not** to arrive on the school campus **before 8:00am**, as supervision is not available prior to that time.
- Parents need to sign their student in and out each school day. Class will begin **promptly** at 8:15am and end at 12:35 pm. **Please be on time.**
- Teachers will post a class schedule on the bulletin board outside the classroom.

Students must bring a non-perishable or well-iced lunch from home as no refrigeration is available for student lunches. It is HCA's policy that all students eat lunch, so please ensure that your child has an adequate amount of food packed. Students are to bring a snack to be eaten during the day. Students may **only drink water on campus**.

Please Note: There is no refrigerator or microwave available for student use.

Attendance and Tardy Policy

HCA Attendance Guidelines

HOPE Christian Academy is committed to providing strong spiritual and academic instruction. In order for our curriculum and standards to be taught with fidelity, regular student attendance is necessary and required. Frequent absences from school are detrimental to the academic progress of the student. When a student misses class, he or she misses out on a valuable learning opportunity that can not be repeated, and the class misses the input of the absent student.

Please inform the school office and your child's teacher if your child is going to be late or is not attending school due to illness or other circumstances.

Dress Code

Don't be concerned about the outward beauty of fancy hairstyles, expensive jewelry, or beautiful clothes. You should clothe yourselves instead with the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God. -- 1 Peter 3:3-4

HOPE Christian Academy recognizes that within the Christian community there are a variety of thoughts regarding appropriate standards of dress. HCA's dress code is not designed to take the place of parental guidance related to attire, but to provide a common standard to which all students will be held accountable.

HCA's Dress Code has five distinct purposes:

1. Teach students that beauty comes from within, rather than from emphasizing external attributes.
2. Honor all students and parents on campus.
3. Minimize external distinctions, especially financial ones.
4. Demonstrate unity visibly through the use of a uniform.
5. Provide the opportunity to practice an important biblical life-skill: Respecting authority.

HCA Uniforms:

SHIRTS:

- Students must wear HOPE PreK monogrammed t-shirts

BOTTOMS:

- Modest, clean, comfortable shorts, pants, leggings, or skirts (with leggings or shorts underneath) suitable for play may be worn. See below for length guidelines.
- Cut off or ripped pants or shorts are not allowed.
- Pajama pants are not permitted

SHOES & SOCKS:

- Closed-toe and closed back shoes at all times.
- Students may not wear "wheelie" shoes (shoes with wheels in the back) on campus.

General Appearance:

LENGTH GUIDELINES (Both UNIFORM & DRESS DOWN DAYS):

- Boys' shorts are to be "bermuda" length: slightly above the knee and extend no more than two inches below the knee.
- Girls' shorts, skorts, and skirts are to be "bermuda" length: at the knee or no more than two inches above the top of the kneecap when standing.
- Preschool girls must wear leggings or shorts beneath their skirts.

JEWELRY:

- Small chains, bracelets, or necklaces may be worn.
- Girls only may wear small, stud-type earrings.
- Jewelry worn must not include symbols that represent any cult, religion, or belief system that is in conflict with Christianity.

HAIR/HATS/MAKEUP:

- Hairstyles must be neat, clean, and conservative.
- Hair coloring must be a natural hair color.
- Any hairstyle that is a distraction to the education process of HCA is unacceptable

BOYS:

- Spiked hair must not be longer than one inch in length.
- Hair length must not be longer than collar length and must leave the eyes visible.

GIRLS:

- Only natural colors and/or highlights are permitted.

WINTER ATTIRE:

- A plain white short-sleeved or long-sleeved t-shirt, camisole, or tank top may be worn under the uniform T-shirt, and must be worn in such a way as not to show below the bottom hem of the T-shirt.
- **Any jacket or sweater may be worn for arrival, recess, and dismissal, but must be removed inside the classroom.** If your child is likely to wear a jacket indoors please see below.
- Solid navy blue, black, or gray, or white non-logoed sweatshirts/hoodies or any HOPE logoed sweatshirts/hoodies may be worn to school and in the classroom during colder winter months.

ON CAMPUS EVENT DRESS CODE:

- Students attending school events on campus, including, but not limited to, Family Worship Nights, Celebration of Learning, and 8th Grade Promotion, will be expected to comply with the standards for General Appearance and Special Dress Days outlined above.

Dress Code Reminders/Warnings

Due to security reasons, students whose uniform or clothing does not meet the dress code criteria will not be permitted in class.

Electronic Device Policy

In order to protect all students from potentially harmful content, HCA has adopted the following policy:

- Students should not bring electronic devices to school.

Parent Involvement at HCA

HCA Parent Service Hours (K-8 Only)

Our desire as a leadership team is to create a close-knit community where every family feels a strong sense of belonging at the school. For this reason, we strongly encourage every parent to be involved and use his/her abilities to help make the school the best that it can be. As with the body of Christ, we believe every person in our community has something to offer. We thus want to make our opportunities and pathways for involvement clear so that each person can have the joy of making a high-value contribution.

Per the Family Agreement, parents are required to serve a specific number of **2** hours each month from August - May, supporting the needs of the teacher and/or the school in some non-classroom capacity. **Making copies in the workroom.** Other opportunities are available (fundraising assistance), but please recognize that the primary needs of the school must be met. We see this 2-hour requirement as an appropriate baseline commitment for every family in the school. And while there is no formal expectation for you to go beyond that mark, it is our sincere desire that your love for HOPE would inspire you to exceed this commitment if time would allow.

Classroom service must be coordinated with the teacher and HCA service must be coordinated through the office. In general, service hours should be scheduled in advance. Parents should document their teacher/HCA service hours by logging them online with the QR code in the school office. The total number of hours served will be calculated on a monthly basis. Service hours do not roll over from month to month. We understand that special circumstances occasionally arise. Please call the HCA Office so that we can work with you during these times.

Visiting the Campus

- All parents who will be on campus between the hours of 8:30 am and 3:00 pm must check in at the office. This helps us to be above reproach in our lockdown and fire drill procedures and serves as a measure to ensure the safety of both students and volunteers. Parents have access to the areas on facility premises where the parent's child is receiving child care services at any time. For more information on this, please see the HCA Safety and Security Policy.
- When on campus please keep pets at home. Pets are not allowed on campus without permission.
- HOPE Christian Academy Preschool will not conduct off-site field trips, nor will it provide transportation of any kind.

Academics

Curriculum

Selection and changes in curriculum are made at the sole discretion of the school.

The curriculum for HOPE Preschool is chosen with careful, and prayerful evaluation by the Administrator and HOPE Preschool Director. Educational materials are considered for their biblical worldview, value in meeting and exceeding national educational standards, suitability to our model, adherence to the school's mission statement, age level content appropriateness, potential for directed individual and group project opportunities, and additional didactic merits.

Curriculum selections are from both Christian and secular authors and/or publishers, but all are presented in classrooms from a Christian worldview perspective. Specifics about curriculum can be found on the school website.

Student Health

Immunizations

All students must be in compliance with current state immunization guidelines. Parents should review their child's immunization record with their child's physician to ensure the student is current on all necessary immunization requirements. A Personal Belief Exemption must be filed with the school if a family is not able, or is unwilling, to meet the state requirements.

Communicable Disease Guidelines

In order to maintain a healthy environment, the school asks that families observe the following guidelines:

- If a student has nausea, vomiting, diarrhea, or an elevated temperature (99° F or more by thermometer), the student should be kept home and not be sent to school. Students must be symptom-free for 24 hours and without an elevated temperature for 24 hours before returning to school.
- If a student has strep throat, he/she must stay home at least 24 hours after the first dose of antibiotics has been administered.
- If a student has conjunctivitis (pink eye), he/she must stay home for 24 hours after the first dose of medicine has been administered. The student's eyes should also be free of drainage before returning to school.
- If a student has head lice, he/she must be treated and be louse- and nit-free before returning to school. If the lice are discovered during the school day, the school will call the parent or guardian to pick their child up at school.

- If a student contracts measles, meningococcal meningitis, mumps, pertussis (whooping cough), rubella (German Measles), tuberculosis, chicken pox, Lyme disease, hepatitis A, or other communicable diseases or food-borne illnesses, please notify the school office immediately.
- If a student has evident bumps, red blotches, rash, hives, or other skin abnormalities, parents should send a note clearly identifying the skin disorder. The school reserves the right to require a doctors' release for a child to enter the classroom.

Medication

Medications taken during school hours must be administered by the Pre-K Director. No prescription or over-the-counter medication is allowed to be in the possession of a student. Medication must be in the original container with the pharmacy label, student's name, prescribing physician's name, medication name, dosage, and the time and route of administration. HOPE Christian Academy's Permission to Administer Over the Counter Medications form must be completed and signed by the parents/guardians each school year.

EPIPEN If your student's allergies require the use of an EPIPEN, please provide their prescribed EPIPEN to the Pre-Director.

HOPE Preschool staff is trained in CPR and First Aid. First Aid will be administered in the case of an injury. Parents will be notified and an incident report will be filled out. The report will be signed by parents and HOPE Preschool Director.

*Inspection reports are available on site. HOPE Christian Preschool is regulated by AZDHS.

Arizona Department of Health Services (DHS)

Division of Licensing Services, **Bureau of Child Care Licensing** 150 North 18th Avenue, Suite 400, Phoenix, AZ 85007 www.azdhs.gov www.azdhs.gov/licensing/childcare-facilities 602-364-2539

HCA Code of Conduct

Standards of Behavior

*I seek you with all my heart;
do not let me stray from your commands.
I have hidden your word in my heart
that I might not sin against you. -Psalm 119:10-11*

At HCA, our desire is to partner with parents to raise up children who love the Lord and whose actions demonstrate their desire to please Him and follow His precepts. To that end, HOPE's code of conduct focuses on serving others, offering our personal best, accepting responsibility and respecting everyone.

Our community behavior commitments are important because they will guide the interactions of students, staff and parents, and will give us a common language when we talk about the expectations at HOPE. Our goal is to remember to **SOAR** in our daily lives.

We will....

Serve Others

Offer Our Personal Best

Accept Responsibility

Respect Everyone

What does this look like?

Serve others

We will serve each other, our community and our families in love. God calls us to intentionally seek out opportunities to be His hands and feet in all areas of our lives. We will be modeling a servant's heart and recognizing students who show that they are choosing to serve others.

Our Commitment:

K-2: I help others without being asked.

3-5: I look for ways to make a difference in my class and family.

6-8: I look for ways to meet others' needs. I use the gifts God has given me for His glory.

What the Scripture says about it:

Philippians 2:4 NLT - "Don't look out only for your own interests, but take an interest in others, too."

Galatians 6:2 NLT - "Share each other's burdens, and in this way obey the law of Christ."

Offer our personal best

It is important to work hard and strive to do our personal best each day. Whether the task is a challenge or a breeze, a favorite or a chore, God tells us that we can glorify Him through our daily efforts.

Our Commitment:

- K-2: I try my best and ask for help when I need it.
- 3-5: I work hard in everything I do. I get help when something is hard, and challenge myself when it is easy.
- 6-8: I know that my effort directly affects my results. I keep working to improve my weaknesses and to challenge myself to grow my strengths.

What the Scripture says about it:

Colossians 3:17 NLT - “And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father.”

Galatians 6:4 NLT - “Pay careful attention to your own work, for then you will get the satisfaction of a job well done, and you won’t need to compare yourself to anyone else.”

Acccept responsibility

In a culture of blame and excuses, we recognize that we are responsible for our own choices. We cannot control our circumstances, but we can control our responses. Understanding our own motivation for our actions is valuable, but it is essential that we determine to be intentional about our behavior and our paths.

Our Commitment:

- K-2: I choose my actions. I admit when I am wrong.
- 3-5: I act in a way that honors God, no matter what is happening around me.
I admit when I am wrong and I choose to make things right.
- 6-8: I respond rather than react to my life circumstances. I intentionally make choices about who I will become. I make amends when I have hurt someone or feel that I should have done better.

What the Scripture says about it:

Jeremiah 17:10 NLT - “But I, the Lord, search all hearts and examine secret motives. I give all people their due rewards, according to what their actions deserve.”

Galatians 6:5 NLT - “For we are each responsible for our own conduct”

Respect everyone

Respect is complicated, and it is important to note that God tells us to respect everyone. We do not have to admire all people, and certainly should not emulate everyone, but we should treat every person with regard and with kindness because Christ died for every person. There are many types of respect, but we will focus on three specific types that are essential to becoming the person God created each of us to be.

Respect for Property: All of the things in our possession, and the possession of others, were given by God. As good stewards, we should act in a way that demonstrates a respect for property.

Respect for Humanity: All people deserve to be treated with respect because they are human beings (God’s creation). Ex: Neighbors, strangers, friends

Respect due to Authority: Some people deserve respect because of their position. Ex: Parents, teachers, government officials

Respect due to Admiration: Someone has earned your respect because you find them to be admirable. **This is the type of respect that has to be earned!** Ex: Your hero, a person of great character, a historical figure.

Our Commitment:

K-2: I am kind to everyone. I follow directions cheerfully.

3-5: I treat others in a way that honors God. I am respectful to those in authority.

6-8: I interact with everyone in a respectful way, regardless of who they are.

I intentionally honor those in authority. I choose my role models wisely.

What the Scripture says about it:

1 Peter 2:17 NLT - "Respect everyone, and love the family of believers. Fear God, and respect the king."

Galatians 6:10 NLT - "Therefore, whenever we have the opportunity, we should do good to everyone-especially to those in the family of faith."

Students Who Make Wise Choices

We are very excited to encourage and acknowledge staff, students, and parents as we constantly reflect and ask the Lord to show us how to live into all that He has for us. Members of the HOPE community can recognize one another with a "You are SOARING" note when a person shows particular strength or improvement in one of these commitment areas. Every month we will draw several cards in chapel and express our excitement over the many who are intentionally SOARing. It is our desire to encourage and build one another up (1Thess. 5:11) as we see members of our HOPE community living intentionally.

The teacher and/or administrator may opt to give additional awards for demonstrating a commitment to living in a Christ-like manner or making progress towards a personal behavior goal.

Students Who Make Unwise Choices

Students who choose not to display behaviors consistent with our school code of conduct will receive appropriate consequences, according to age, the teacher and/or administrator's discretion. Staff members will consistently strive to use logical consequences that address the heart of the issue and coincide with the choice made. Consequences may include time away, a phone call home, a letter of apology, or stepping into the official disciplinary process with the administrator.

Important Note: Research consistently indicates that children need physical activity for optimal learning. Therefore, lunch recess will be taken as a consequence only as the logical consequence to an infraction, such as being disrespectful or dangerous during recess. Recess will not be withheld from students without approval of the administrator.

Additional Note: In rare situations, the parent may be asked to take a student home for the remainder of the day or the student may be assigned in-school suspension. A continued pattern of intentional and disrespectful misbehavior may result in a student being suspended from school at least one day or student may be placed on probation. If behavior does not improve, this may be cause for dismissal from HCA.

The following behaviors may result in behavioral probation, suspension or expulsion.

These behaviors are very serious and will not be tolerated.

- Threats (even in jest), Vandalism, Fighting, Foul Language, Stealing, Lying, Cheating

Thank you for partnering with us to help HCA students to develop respectful, Christ-like behaviors that will serve them well in the future and that make HCA a great place to be. We appreciate your support in this important area of discipline. We commit to you and your child to consistently implement these Standards of Behavior. We believe that all HOPE Christian Academy students are capable of maintaining these standards.

Specific Standards of Behavior

HCA employs a positive, goal-oriented disciplinary process. It is impossible for any adult to anticipate all of the possible behaviors for any given scenario. Please review the following specific standards of behavior with your student to ensure that he/she understands what SOARing looks like in these specific circumstances:

- Classrooms:
 - Teachers may have specific routines or guidelines set in their classroom. As a part of respecting authority, it is the administrator's expectation that students will comply with the requests of the teacher.
- Recess:
 - For safety reasons, the playground is reserved for PreKindergarten.
 - Respect for Authority
 - Playground equipment is to be used for its intended purpose
 - Respect for Property, Safety
 - Rocks and other natural elements will be left in their place.
 - Respect for Property
 - Students who are playing tag may only **touch** each other,
 - Respect for Others, Safety
 - Students will eat snacks in the designated area
 - Respect for Property

Social or Academic Transformation Plans

In specific circumstances, the administration team of HOPE Christian Academy reserves the right to place students on social or academic transformation plan at any time during the school year. This is a severe course of action and will be taken only in extreme circumstances or with demonstrated patterns of behavior that have not been altered by other means.

Students and parents/guardians should be aware that any excessive problems in the areas of behavior, attitude, dress code or academic efforts could result in the student being asked to withdraw from the school.

A transformation plan is meant to focus on improvement toward self-discipline, a changed heart and ultimately a more personal, loving relationship with Christ. The administration team will meet with the students and parents to clarify the steps and expectations of the plan.

Transformation plans will be followed until the end of the current grading period. At the end of the quarter, the parents, the student, the teacher, and the administrator will be asked to meet again to review the student's progress. At that time, the school will utilize one of the following three options regarding the probationary status of the student.

- If the student is progressing well, the probationary status will be lifted after the interview meeting is completed.
- If minor concerns still exist, the school may require the student to revise and continue a transformation plan for an additional grading period, followed by another evaluation of the student's progress as previously stated.
- If the student is not making discernable efforts towards growing and progressing, the school may require that the student be withdrawn from the school at that time.

Conflict Resolution

In any community, especially one as close as HCA's, conflicts are bound to arise. One of the important biblical skills that we can teach and model for the children in our community is positive conflict resolution. Jesus set the tone for keeping conflict confidential and focused on resolution in Matthew 18. The precepts of direct communication, restored relationships and forgiveness pervade the scripture and can be taught and modeled specifically on our campus.

Conflict Between Students

- When a conflict arises between students, it is in keeping with Jesus' teaching for students to work together to achieve resolution. HCA recognizes that there may be instances where the students need support in having this face to face conversation and are happy to coach students to achieve biblical resolution.
- If the students are unable to achieve resolution or it is an ongoing issue, the students should seek the help and input of a teacher. The teacher may opt to include the administrator depending upon the situation.
- NOTE: In the school setting there are some instances that necessitate the immediate involvement of the administrator. Students and parents are encouraged to contact a staff member directly if they are concerned about an extreme or ongoing issue between students.

Conflict Between a Teacher and a Student or Parent

- When a difference of opinion or preference occurs between a teacher and parent or student, the student or parent should set a time to privately discuss the conflict directly with the teacher.
- If resolution is not achieved, the teacher and or parent may seek the input of the administrator. In such situations, the administrator will set a time to hear the perspective of all involved before prayerfully setting a course of action designed to bring restoration and consensus.

Biblical Conflict Resolution

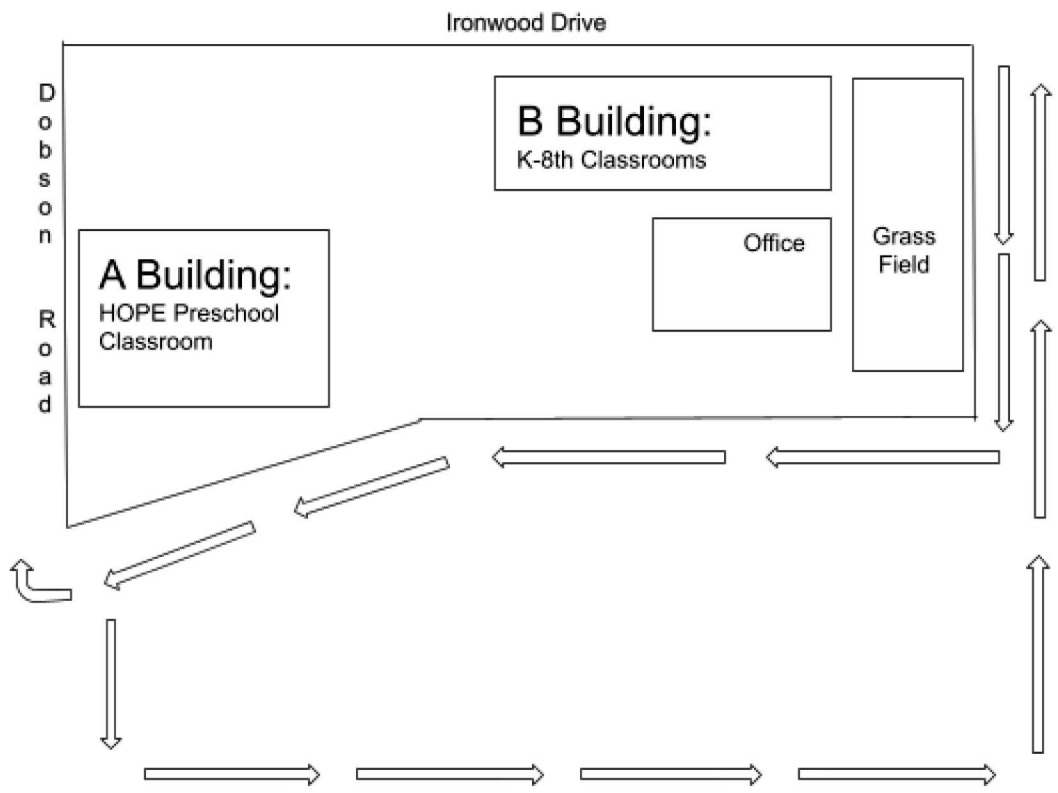
- Remember that in Matthew 18, confidentiality and limiting the involvement of others is the clear precept. **Discussing the issue with other students, parents or staff members breeds discord and does not glorify God.**
- Remember that all students, parents, and staff members deserve to be treated with respect and dignity regardless of the situation or the person's actions.

Conflicts will occur, but biblical resolution will lead to increased unity and trust.

Campus Parking and Traffic Flow

The City of Chandler has asked that we enter and exit our campus from Ironwood Drive, especially in the mornings. Note the traffic flow pattern in the diagram below.

- In the mornings you must park your car and sign for your pre kindergartener at their classroom. The same must be done at pick up at 12:30 pm. **PLEASE DO NOT PARK IN THE CIRCLE DRIVE**, this area is for drive-thru drop off /pick up only.
- Please note that the designated handicap spaces should only be used by those displaying the appropriate placard. If you are not authorized to park in these spots, please refrain from doing so, even for a moment.
- The school office must be accessed through the east doors of the “B” Building.
- All campus visitors, including students who are not enrolled in HCA, must check in at the school office.



HOPE CHRISTIAN ACADEMY

FAMILY COVENANT

Deuteronomy 6:1-7 states “These are the commands, decrees, and laws the Lord your God directed me to teach you to observe....Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

It is the desire of HCA to partner with parents to provide a biblical standard for character development and an excellent standard for education. Cooperation between home and school is essential for effective godly training. With your help, we will endeavor to nurture our students in the development of the following essential character traits:

INTEGRITY/HONESTY * Living a lifestyle that is above reproach

We expect our students to be honest, moral, and trustworthy in all areas of conduct. (Titus 1:8; Job 27:5; Proverbs 11:3, 20:11; I Kings 9:4; Psalms 15)

RESPECT *An attitude that highly esteems those in authority

God gave us a command to honor those in authority over us. At HCA that includes teachers, parents, and other designated adults placed in authority. These adults have been placed in our lives by God and honoring them is for our own good. (Romans 13:1-7; Hebrews 13:7; I Peter 2:13-21; I Thessalonians 5:12-13).

OBEDIENCE *Demonstrating an attitude of respect

HCA students are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful, as He has promised. (John 14:21; Ephesians 6:1-4; Romans 13:1-7; Proverbs 6:23).

SELF-CONTROL *The ability to control our thoughts and actions

The goal for our students is that they will learn to have a life under control – self-disciplined by the Spirit of God. (Galatians 5:22-26; Job 5:17; Proverbs 16:32, 25:28; I Timothy 4:7-8).

HOLINESS/PURITY *Living a life that flees from the acts of our sinful nature

Our standards are found in God’s Word and our desire must be one with God and His holiness. (Galatians 5:16-26; 2 Timothy 2:22; I Peter 1:13-16, 2:9-10; I Corinthians 6:12-20; Proverbs 23:29-35; Philippians 4:8; Romans 8:6-8).

RESPONSIBILITY *Being accountable in all relationships and tasks

We are accountable to each other to love, encourage, confront, comfort and forgive. Initiative, intellectual integrity and excellence should be the marks of all tasks assigned to our students. (I Corinthians 13; Matthew 18:15-17; Galatians 6:1-5; Ephesians 5:29-32; Ecclesiastes 9:10).

GRATEFULNESS *An attitude of thankfulness and appreciation

We should demonstrate an attitude of gratefulness to God for all He brings into our lives, knowing that “all things work together for our good” will help create an appreciation for the things others do for us. (Philippians 4:6-7; I Thessalonians 5:18; Colossians 2:7; Ephesians 5:20).

ENCOURAGEMENT *One who gives help, support, courage, hope, and confidence

HCA students should choose words and actions that encourage, help, support, give hope, courage and confidence to all those they meet. (Proverbs 12:25; 16:24; 22:11; 25:11; Ephesians 4:29; I Thessalonians 5:11-14; Hebrews 3:13; 10:23-25)

DILIGENCE *Hardworking, keeps to the task and finishes it

God calls us to be diligent to our assignments, to work hard at each task, and bring each to our best completion. (Proverbs 10:4; 13:4; 21:5; I Timothy 4:11-16; 2 Timothy 2:2, 15)

WISDOM *Discerning what is true from God’s perspective, doing what is right

Wisdom comes from God and our respect for Him. We develop wisdom by our proper response to correction. Those who do not respond to correction with a teachable spirit are called fools in the Bible and unable to attain wisdom. (Proverbs 1:7; 20:33; Proverbs 2:1-22; Proverbs 4:7).

TEACHABILITY *Willing to humbly receive instruction, exhortation, or correction

HCA students are expected to receive instruction, exhortation, or correction with a humble spirit from those placed in authority over them. (Proverbs 1:8-9; 3:1-2, 11-12; 6:20-23; 9:9; 12:15; 13:10; 16:20; 19:20; 2 Timothy 3:14-17)

Parents of HCA students are expected to cooperate with the following requirements:

FAMILY SERVICE *HCA support and assistance

We will serve HCA in a manner that honors God by volunteering the required monthly hours in classroom or school support per month. (Galatians 6:10; Ephesians 2:10; 4:11-13; 6:7-8; Colossians 3:23-24; I Peter 4:10)

COMMUNITY SERVICE *Helpful, willing to share time and abilities with others in need

Students will participate in an organized community service project during the school year and in any additional projects as directed by individual classroom teachers & StuCo sponsored projects. (Psalms 112:5-7; Proverbs 3:27-28; 19:17; 22:9; Matthew 6:2-4; II Corinthians 9:6-15)

UPHOLDING STANDARDS *Knowing all standards as written in the HCA Handbook

Our family will read and regularly review the standards/policies in the HCA Handbook and will uphold these standards as a family.

- We will honor the school’s philosophy and operating policies
- We will abstain from promoting or encouraging any philosophy/teaching contrary to the school’s Statement of Faith or Philosophy of Education
- We will abide by school administration decisions with respect to policy and/or behavior issues
- We will maintain fiscal integrity by promptly paying tuition and fees as billed.

HCA FAMILY AGREEMENT:

_____ (family name) Please sign and date below as an indication of your reading and agreeing to abide by the policies outlined in the updated HOPE Christian Academy PreKindergarten Parent/Student Handbook available online at www.hope-eagles.com. Please print this and the next page and return a signed copy to the school office.

PARENTS: Please initial

_____ We have read through the Parent-Student Handbook and agree to abide by the terms and policies within.

_____ We support the educational philosophy, curriculum, and objectives outlined in the *HCA Preschool Parent/Student Handbook*, as well as the standards of conduct, and the principles of the Family Covenant. We will cooperate with the teachers in a spirit of partnership in the training of our child(ren).

_____ If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child(ren) from HOPE Christian Academy.

_____ We understand that willful disobedience by our child(ren) to these principles and guidelines may result in dismissal from HOPE Christian Academy.

FAMILIES AGREE TO: Please initial

_____ Honor HOPE Christian Academy's philosophy and operating policies

_____ Abstain from promoting or encouraging any philosophy/teaching contrary to the school's Statement of Faith or Philosophy of Education

_____ Abide by school administration decisions with respect to policy, curriculum, and/or behavior issues

_____ Agree to provide lunch and a snack for my child each day that he/she attends HOPE Preschool

_____ Communicate regularly with the teacher(s) on student progress – spiritually, academically, physically, and emotionally

_____ Promptly pay tuition and fees per payment schedule.

HCA FAMILY AGREEMENT (continued):

_____ I have read and can agree to comply with the policies outlined on the Preschool Information page of the school website @ www.hope-eagles.com

_____ By enrolling your child at HCA, you acknowledge that the school may use individual photos, group photos, or video recordings of events for publicity, promotional and/or educational purposes (including but not limited to school publications, website or social media channels and print, electronic and broadcast media). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages

I do consent _____ I do not consent _____ to allow HCA to use my student's photo/image/or video, **labeled with their name**, for publicity, promotional and/or educational purposes (including but not limited to school publications, website or social media channels and print, electronic and broadcast media). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Father's Signature (or Legal Guardian)

Mother's Signature (or Legal Guardian)

Date _____

Date _____

SCHOOL The faculty and staff of HOPE Christian Academy pledge by God's grace to uphold the principles of this covenant and the guidelines outlined in the HOPE Christian Academy Pre-Kindergarten Parent/Student Handbook as we partner with you to train your children.

Appendix:

Statement of Faith Detail

1. We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16-17; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30, John 1:1, 2 Corinthians 3:17, Acts 5:3-4, Luke 4:1-2, Acts 1:4-9).
3. We believe in the deity of Christ (John 1:1-3, Colossians 2:9, Hebrews 1:3, John 8:58, John 10:33, John 20:28, Philippians 2:6), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:34-35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11, John 20:30-31), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His Resurrection (John 11:25; 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11; Revelation 19:11, 2 Thessalonians 1:7-10).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life and those who are lost receive eternal condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 2:12–13; Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).